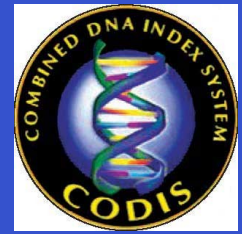
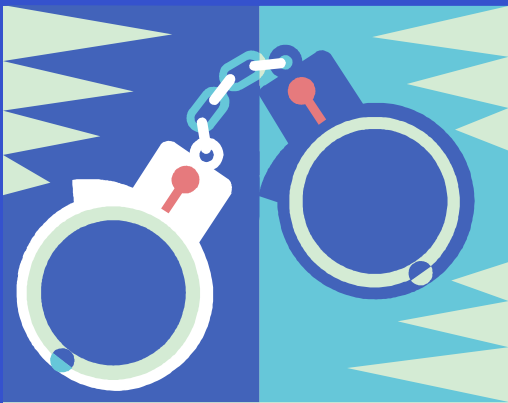




US Army Criminal Investigation Laboratory

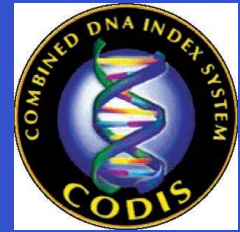


DNA Sample Collection for Convicted Offenders and Arrestees





US Army Criminal Investigation Laboratory



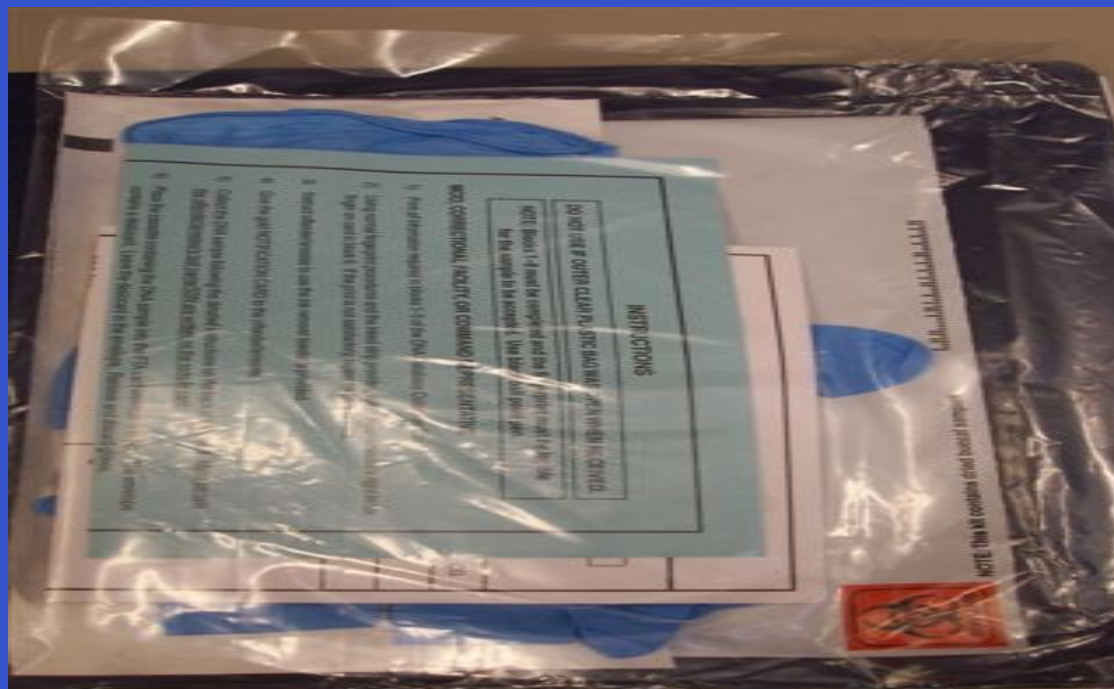
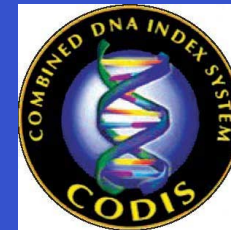
The objective of this PowerPoint presentation is to provide training on the use of the mouth swab (buccal cell) DNA collection kit.

After viewing and studying this presentation, the user will, with the assistance of the kit instructions, be prepared to collect DNA samples using the USACIL DNA collection kit.

Time needed to view this presentation: 30 minutes



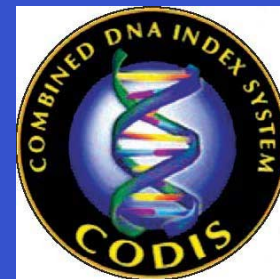
US Army Criminal Investigation Laboratory



The unused kit is enclosed in a heat-sealed plastic bag. If the outer bag is not sealed when received, do not use that kit.

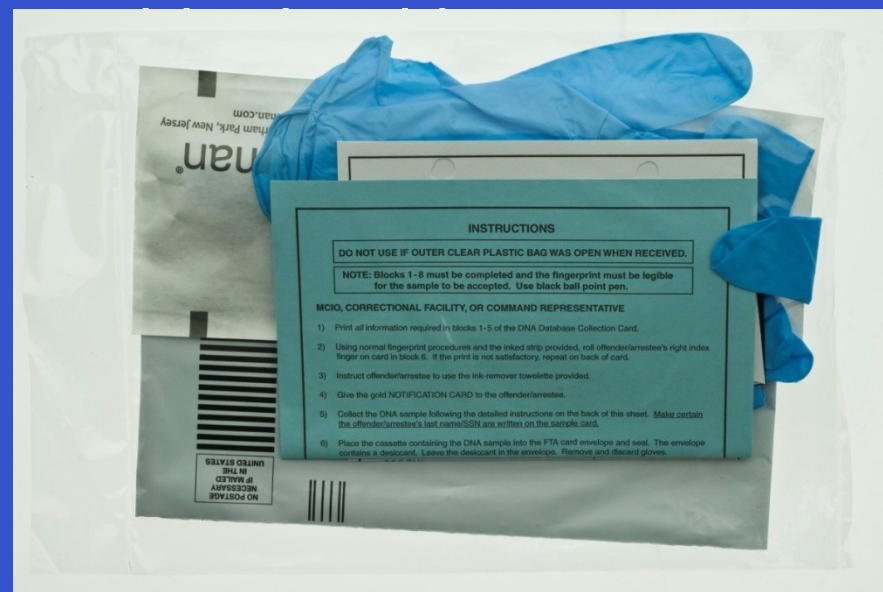


US Army Criminal Investigation Laboratory



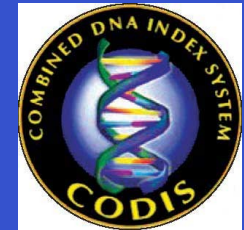
The kit contains these items:

- Instructions
- DNA Database Collection Card (also called “data card”)
- Nitrile gloves
- Inked fingerprint strip
- Ink remover towelette
- Notification Card
- Collection device (contains the “sample card”)
- Kit shipping seal
- FTA Card envelope containing a desiccant
- Kit envelope (for shipping)





US Army Criminal Investigation Laboratory



INSTRUCTIONS

DO NOT USE IF OUTER CLEAR PLASTIC BAG WAS OPEN WHEN RECEIVED.

NOTE: Blocks 1-8 must be completed and the fingerprint must be legible for the sample to be accepted. Use black ball point pen.

MCIO, CORRECTIONAL FACILITY, OR COMMAND REPRESENTATIVE

- 1) Print *all* information required in blocks 1-5 of the DNA Database Collection Card.
- 2) Using normal fingerprint procedures and the inked strip provided, roll offender/arrestee's right index finger on card in block 6. If the print is not satisfactory, repeat on back of card.
- 3) Instruct offender/arrestee to use the ink-remover towelette provided.
- 4) Give the gold NOTIFICATION CARD to the offender/arrestee.
- 5) Collect the DNA sample following the detailed instructions on the back of this sheet. Make certain the offender/arrestee's last name/SSN are written on the sample card.
- 6) Place the cassette containing the DNA sample into the FTA card envelope and seal. The envelope contains a desiccant. Leave the desiccant in the envelope. Remove and discard gloves.
- 7) Complete block 7. Check one box to indicate convicted offender or arrestee. List offense(s) that justifies collection.
- 8) Complete block 8. Sign and date affirming the statement on the card.
- 9) Place the sample and the DNA Database Collection Card in the kit envelope. Sign and date the shipping seal. Affix the seal where indicated. Unsealed kits cannot be accepted.
- 10) Mail the kit as soon as possible. No postage is necessary.

Mail sealed kit to:

**CODIS Laboratory
US Army Criminal Investigation Laboratory
4930 N 31st Street
Forest Park, GA 30297-9864**

- 11) Notify the lab by email that you have mailed the kit. Include the kit number found on the back of the kit envelope, the offender/arrestee's name, and your location in the email message. DO NOT EMAIL the SSN.
Send email to: **codislab@conus.army.mil**

If you have any questions concerning the use of this kit, or if you need to reorder kits, please call the CODIS Lab at DSN 797-7258 or (404) 469-7258 or email: codislab@conus.army.mil

DNAACIL(BS) NFD4.1.1 12/08

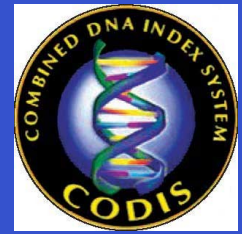
The kit contains instructions.

Users are advised to read and follow the instructions!

Failure to correctly perform each step may result in the kit being rejected.



US Army Criminal Investigation Laboratory



The next slide contains an 11 step summary of the DNA collection process.

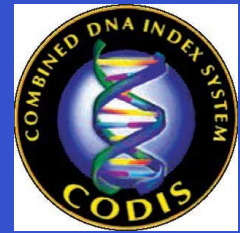


Read the 11 steps to gain an overview of the process. Having this overview will expedite the training.





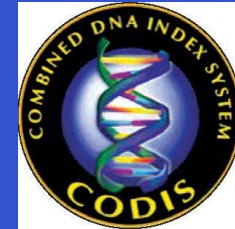
US Army Criminal Investigation Laboratory



1. Print all information required in blocks 1-5 of the data card.
2. Take rolled fingerprint of convicted offender/arrestee in block 6.
3. Instruct convicted offender/arrestee to use ink-remover towelette.
4. Give gold NOTIFICATION CARD to the convicted offender/arrestee.
5. Collect the DNA sample as instructed on the reverse side of the instruction sheet.
6. Place the collection device containing the DNA sample into the FTA card envelope and close using a drop of water or piece of tape not saliva. The envelope contains a desiccant. Leave the desiccant in the envelope.
7. Complete block 7 indicating convicted offender or arrestee and list offenses requiring collection.
8. Read statement in block 8 and complete all information in block 8.
9. Place the sample and data card in the kit shipping envelope and seal envelope using the pull-off strip. (One sample/data card per envelope.) Sign and date the kit shipping seal. Affix the seal where indicated.
10. Mail the kit as soon as possible (no postage necessary). Note the kit number.
11. Notify the lab by e-mail to expect the sample.



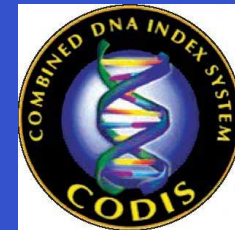
US Army Criminal Investigation Laboratory



The next slides will go through the process step by step...



US Army Criminal Investigation Laboratory



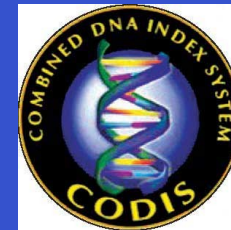
1. Print all information required in blocks 1-5 of the data card

U.S. ARMY CRIMINAL INVESTIGATION LABORATORY DNA DATABASE COLLECTION CARD	
(1) Offender/Arrestee Full Name: Last First Middle	
(2) Offender/Arrestee Branch (circle): Army Navy Air Force Marine Corps CG	
(3) Offender/Arrestee Soc. Sec. No.: - -	
(4) Offender/Arrestee Date of Birth (mm/dd/yyyy):	
(5) Submitting Agency Information: Agency Name: Location/Installation: POC email: _____ POC Tel: _____ POC FAX: _____	(6) Offender/Arrestee Right Index Fingerprint

All blocks are to be completed by the DCIO, correctional facility or command representative using neat printing and **black ball point ink**. This ink is the best for long term storage of documents.



US Army Criminal Investigation Laboratory

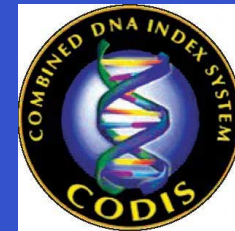


2. Take rolled fingerprint of convicted offender/arrestee in block 6.

U.S. ARMY CRIMINAL INVESTIGATION LABORATORY DNA DATABASE COLLECTION CARD	
(1) Offender/Arrestee Full Name: Last First Middle	
(2) Offender/Arrestee Branch (circle): Army Navy Air Force Marine Corps G	
(3) Offender/Arrestee Soc. Sec. No.: - -	
(4) Offender/Arrestee Date of Birth (mm/dd/yyyy):	
(5) Submitting Agency Information: Agency Name: Location/Installation: POC email: _____ POC Tel: _____ POC FAX: _____	(6) Offender/Arrestee Right Index Fingerprint



US Army Criminal Investigation Laboratory



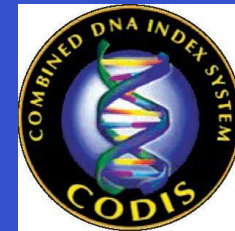
Taking a Good Fingerprint

Fingerprint ink and an ink remover towelette are included in the kit.





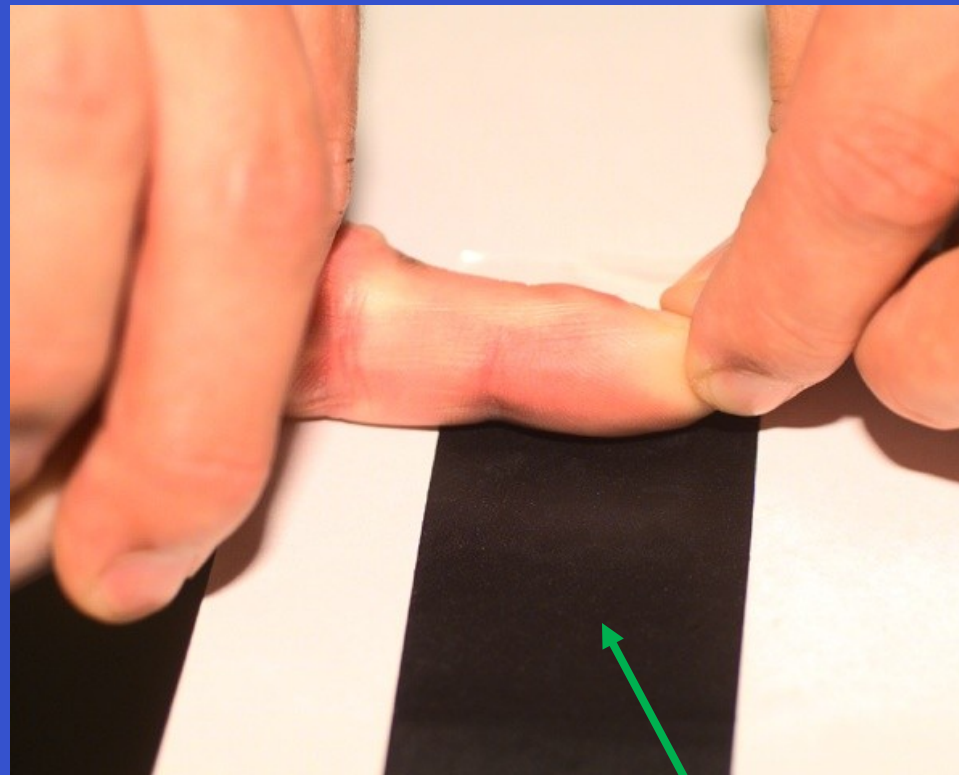
US Army Criminal Investigation Laboratory



Taking a Good Fingerprint

After peeling apart the ink strips, use two hands to firmly roll the convicted offender/arrestee's right index finger in the ink.

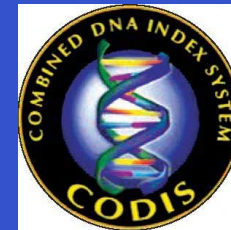
Get ink from the tip of the finger to below the first joint and from nail edge to nail edge.



Ink strip

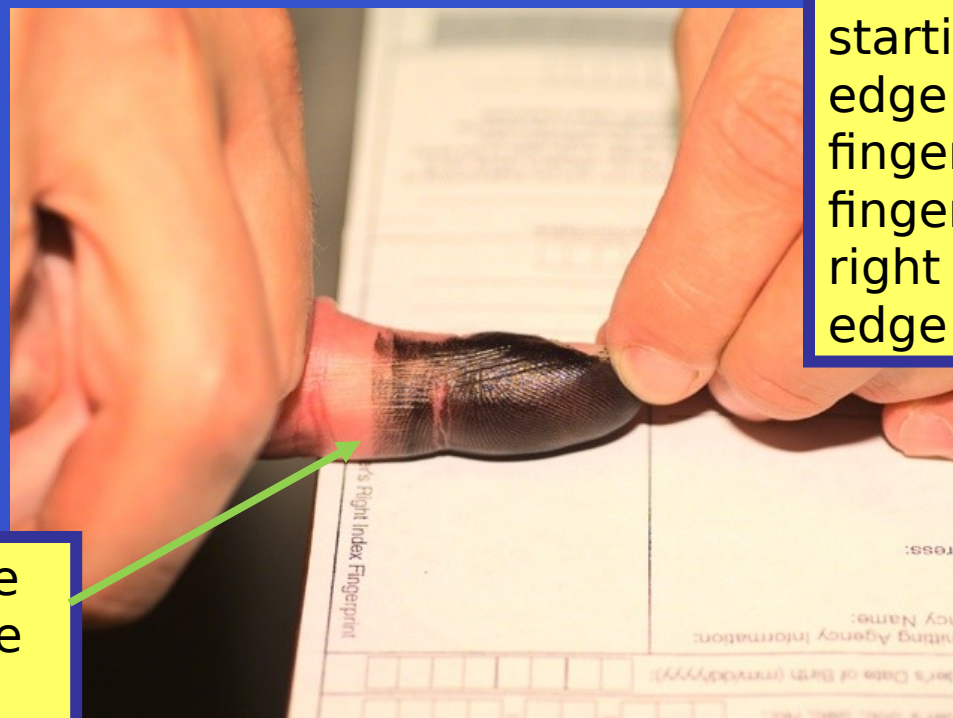


US Army Criminal Investigation Laboratory



Taking a Good Fingerprint

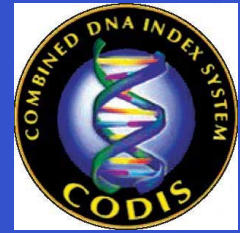
Holding the tip of the finger and starting at the edge of the fingernail, roll the finger towards the right to the other edge of the nail.



Notice that the finger is on the card well past the first joint of the finger.

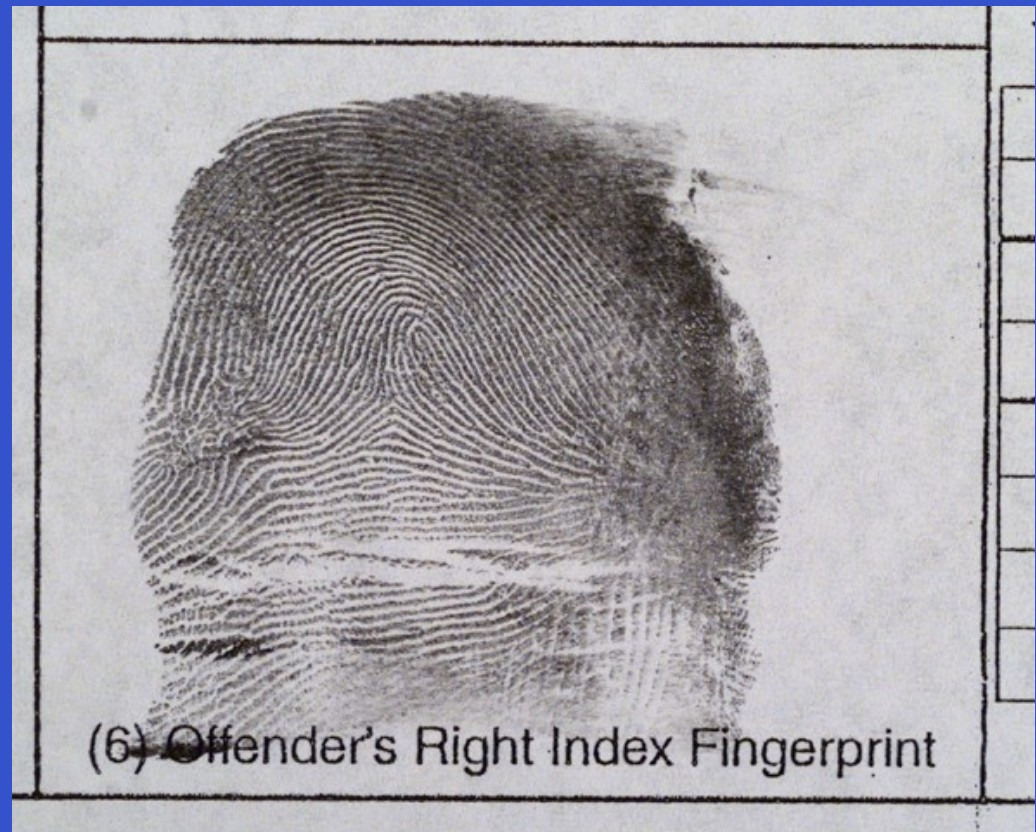


US Army Criminal Investigation Laboratory



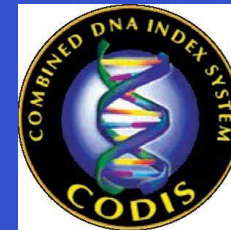
Taking a Good
Fingerprint

A suitable
print will have
clearly visible
ridges and
furrows.





US Army Criminal Investigation Laboratory



Taking a Good
Fingerprint

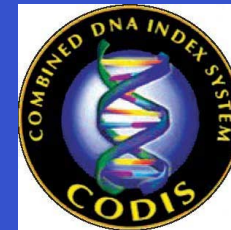
IF YOU ARE NOT SATISFIED WITH THE PRINT,
TURN THE DATA CARD OVER AND REPEAT THE
PRINT ON THE BACK OF THE CARD UNTIL A
GOOD PRINT IS OBTAINED.



Samples cannot be accepted without a legible print.



US Army Criminal Investigation Laboratory

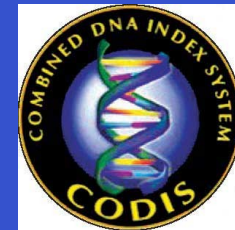


3. Instruct convicted offender/arrestee to use ink-remover towelette.





US Army Criminal Investigation Laboratory



NOTIFICATION CARD

10 USC § 1565 requires the collection of a DNA sample from all members convicted of a qualifying military offense.

42 USC § 14135a requires the collection of a DNA sample from military members under conditions similar to arrest in the federal criminal system.

DNA analyses are performed on those samples by the US Army Criminal Investigation Laboratory and are forwarded to the FBI for inclusion in the Combined DNA Index System (CODIS). A sample of your DNA was obtained for inclusion in this system under the authority of the above-noted laws.

If your qualifying military conviction is overturned and you have no other conviction for which the analysis was or could have been included in CODIS, you may request that your sample be expunged. You must provide a certified copy of a final court order establishing that such conviction has been overturned.

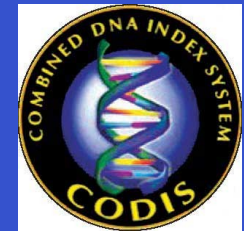
If the offense or offenses for which a sample was authorized to be collected on the basis of 42 USC § 14135a does not result in any conviction of by a special or general court martial and no other independent basis for maintaining your sample in CODIS exists, you may request expungement through judicial, command, or law enforcement channels as appropriate, in accordance with applicable DOD guidance.

DNAACIL(BS):NC.1 12/08

4. Give gold NOTIFICATION CARD to the convicted offender/arrestee.



US Army Criminal Investigation Laboratory



5. Collect the DNA sample as instructed on the reverse side of the instruction sheet.



INSTRUCTIONS FOR USING COLLECTION DEVICE

A - Put on **new gloves**. Change gloves for each sample.

B - Open the collection device package half way starting at the square end of the device and partially slide out the device, leaving the foam tip in the package.

C - **Turn over** the device and write the offender/arrestee's **last name and SSN** with black ballpoint ink on the space marked "Name". ****INCLUDING THE SSN IS CRITICAL****

D - Remove the collection device from the package and hold in Collection Position (shown).

E - Place the foam end of the device in the offender/arrestee's mouth (shown). Firmly rub the foam on the inside of one cheek for **15 seconds** to pick up cheek tissue cells. Repeat on the other cheek for **15 seconds**. Then swab under the tongue to soak up saliva.

STEP D

F - Remove the plastic protective cover from the square portion of the device (shown). Be careful not to touch card.

G - Fold the device over and press firmly on circle area above swab so the foam is pressed all the way down onto the pink card and the swab is snapped into place under the head clip at the front of the card holder (Contact Position shown). Leave in this position for **15 seconds**.

STEP E

H - Release the foam applicator from the card by holding the clipped device with the foam swab away from you and bending the device until the foam head pops up (shown).

I - Pull the stem portion of the swab up to the top position on the stem snap, insuring the swab is completely off of the card and in the Resting Position (shown).

J - Return to step 5 of the instructions.

STEP F

STEP G

STEP H

STEP I

FDA INSERT
Important Information Regarding DNA-ACIL(BS)

Intended Use: Specimen collection and transport

Contents: instructions
notification card
DNA database collection card
inked fingerprint strip
ink-remover towelette

easycollect FTA card device
FTA card envelope containing a desiccant
nitrile gloves
evidence seal

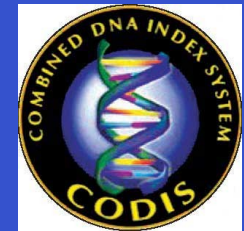
Warnings and Precautions: Saliva samples should be handled as if they are potentially infectious.

This product information sheet is included to comply with FDA Regulations.

DNAACIL(BS) INF042.1 12/08

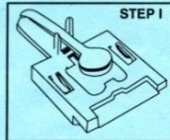
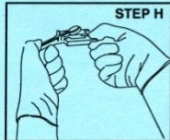
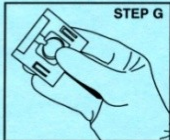
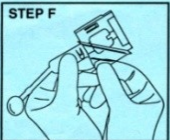
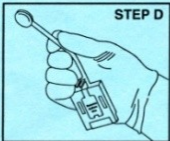


US Army Criminal Investigation Laboratory



INSTRUCTIONS FOR USING COLLECTION DEVICE

- A - Put on **new gloves**. Change gloves for each sample.
- B - Open the collection device package half way starting at the square end of the device and partially slide out the device, leaving the foam tip in the package.
- C - **Turn over** the device and write the offender/arrestee's **last name and SSN** with black ballpoint ink on the space marked "Name". INCLUDING THE SSN IS CRITICAL....
- D - Remove the collection device from the package and hold in Collection Position (shown).
- E - Place the foam end of the device in the offender/arrestee's mouth (shown). Firmly rub the foam on the inside of one cheek for **15 seconds** to pick up cheek tissue cells. Repeat on the other cheek for **15 seconds**. Then swab under the tongue to soak up saliva.
- F - Remove the plastic protective cover from the square portion of the device (shown). Be careful not to touch card.
- G - Fold the device over and press firmly on circle area above swab so the foam is pressed all the way down onto the pink card and the swab is snapped into place under the head clip at the front of the card holder (Contact Position shown). Leave in this position for **15 seconds**.
- H - Release the foam applicator from the card by holding the clipped device with the foam swab away from you and bending the device until the foam head pops up (shown).
- I - Pull the stem portion of the swab up to the top position on the stem snap, insuring the swab is completely off of the card and in the Resting Position (shown).
- J - Return to step 5 of the instructions.



FDA INSERT Important Information Regarding DNA-ACIL(BS)

Intended Use: Specimen collection and transport

Contents: instructions
notification card
DNA database collection card
inked fingerprint strip
ink-remover towelette

easycollect FTA card device
FTA card envelope containing a desiccant
nitrile gloves
evidence seal

Warnings and Precautions: Saliva samples should be handled as if they are potentially infectious.

This product information sheet is included to comply with FDA Regulations.

DNAACIL(BS) INFDA2.1 12/06

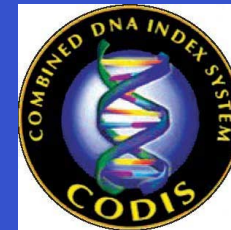
The reverse side of the instruction sheet provides the details for using the collection device.

Consult the instructions.

The next set of slides illustrate the use of the collection device.



US Army Criminal Investigation Laboratory



STEP

A

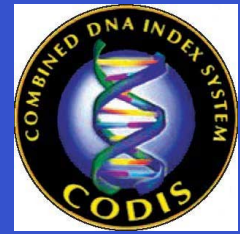
Put on new gloves.

If collecting more
than one sample,
change gloves
between samples.





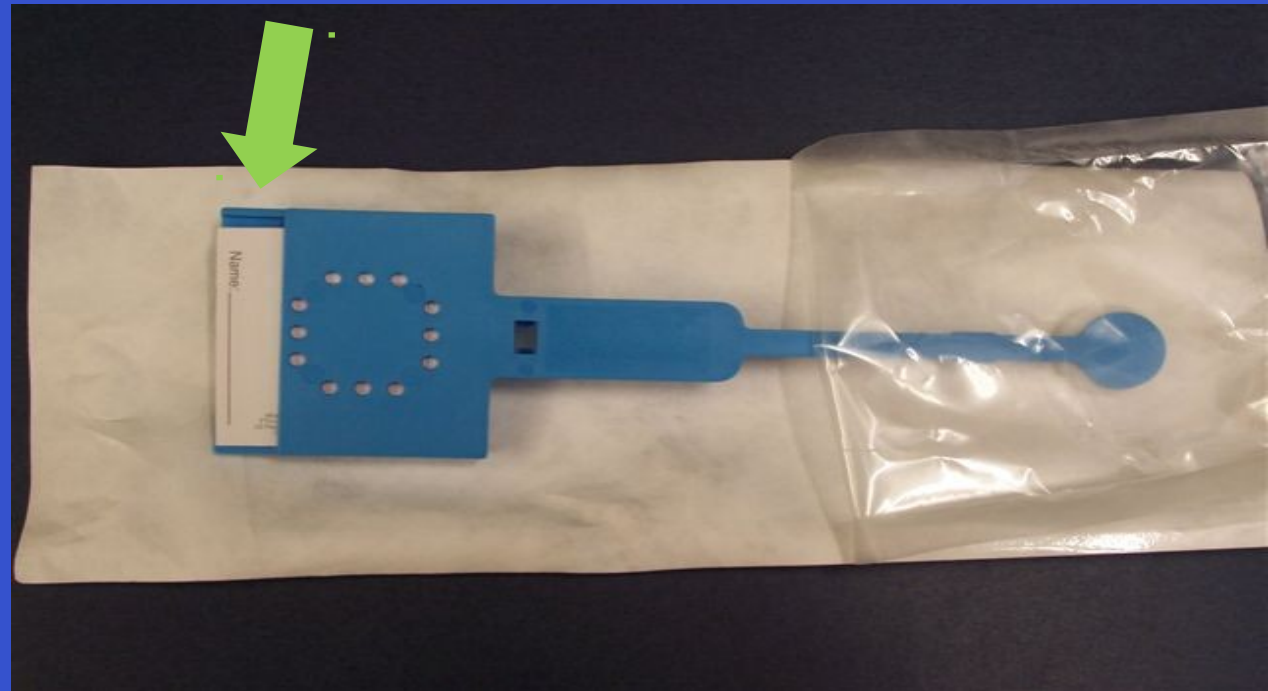
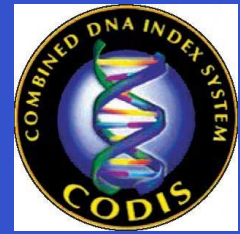
US Army Criminal Investigation Laboratory The DNA collection device:



This is how the device appears when received. It has a foam swab on one end and a pink card on the other end. It is sealed in a paper/plastic protective package.



US Army Criminal Investigation Laboratory

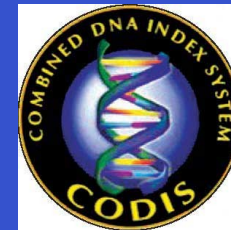


STEP B

Open the package half way at the square end. Leave the swab end in the package. Turn the device over so that the 'Name' space is visible.



US Army Criminal Investigation Laboratory

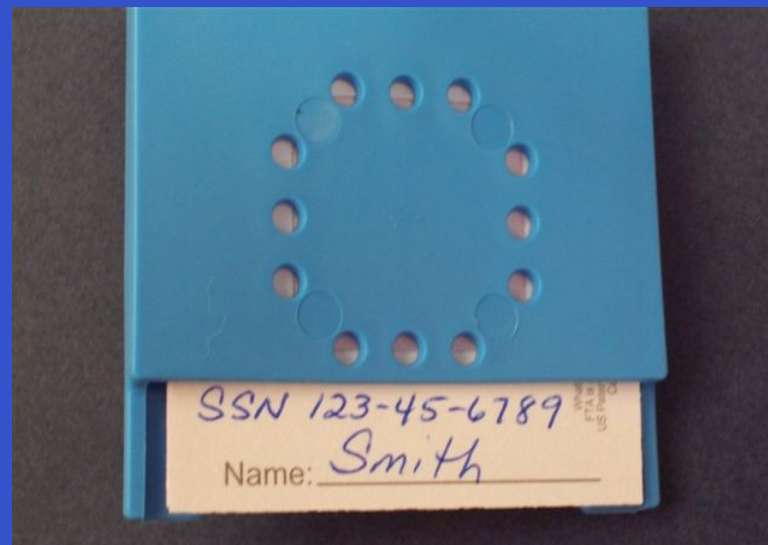


STEP

C

With the foam swab end still in the package, write the convicted offender/arrestee's SSN and last name on the card.

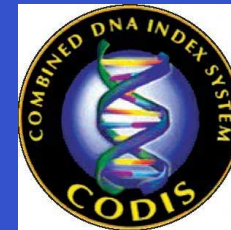
Including the SSN is



A sample without a last name and SSN on the DNA sample cannot be accepted.

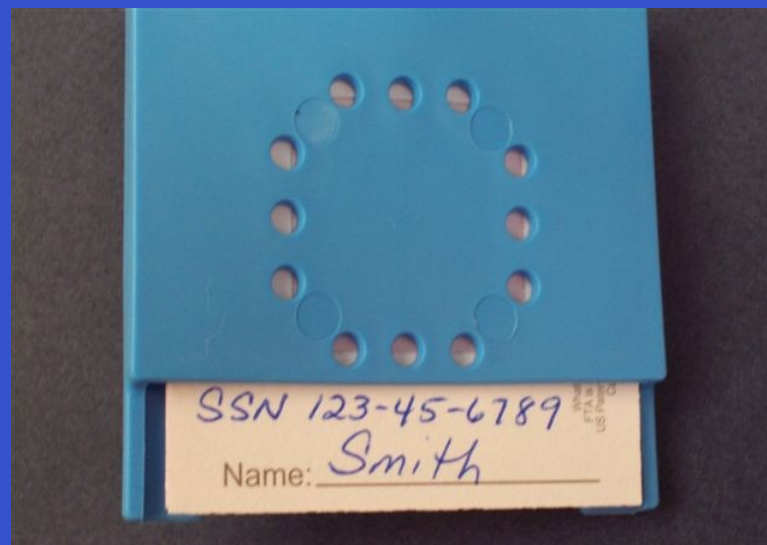


US Army Criminal Investigation Laboratory



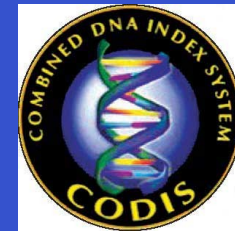
Again...

A sample without a last name and SSN on the DNA sample cannot be accepted.

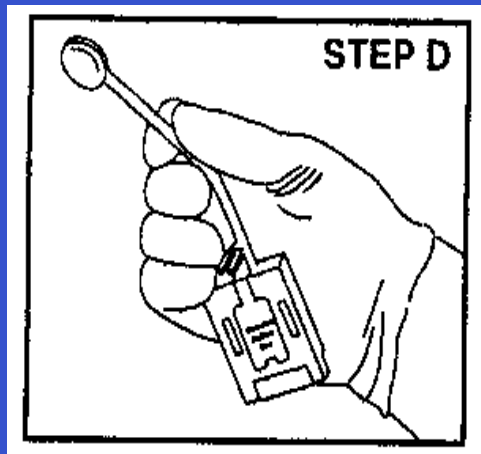




US Army Criminal Investigation Laboratory



STEP D

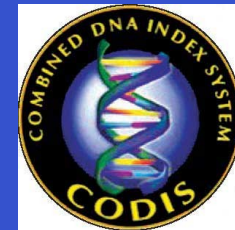


Remove the device from the package.

Hold device in the collection position to obtain DNA sample.



US Army Criminal Investigation Laboratory



STEP E



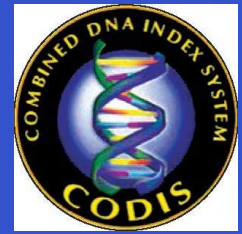
Place the foam end of the device in the convicted offender/arrestee's mouth and firmly rub the foam against the inside of one cheek for **15 seconds**.

Switch to the other side. Rub the foam against the inside of the other cheek for **15 seconds**.

Then swab under the tongue to soak up saliva.



US Army Criminal Investigation Laboratory



STEP F

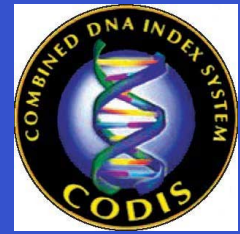


After the DNA sample is obtained, remove the plastic cover that is over the pink sample card.

Take care not to touch the pink sample card.



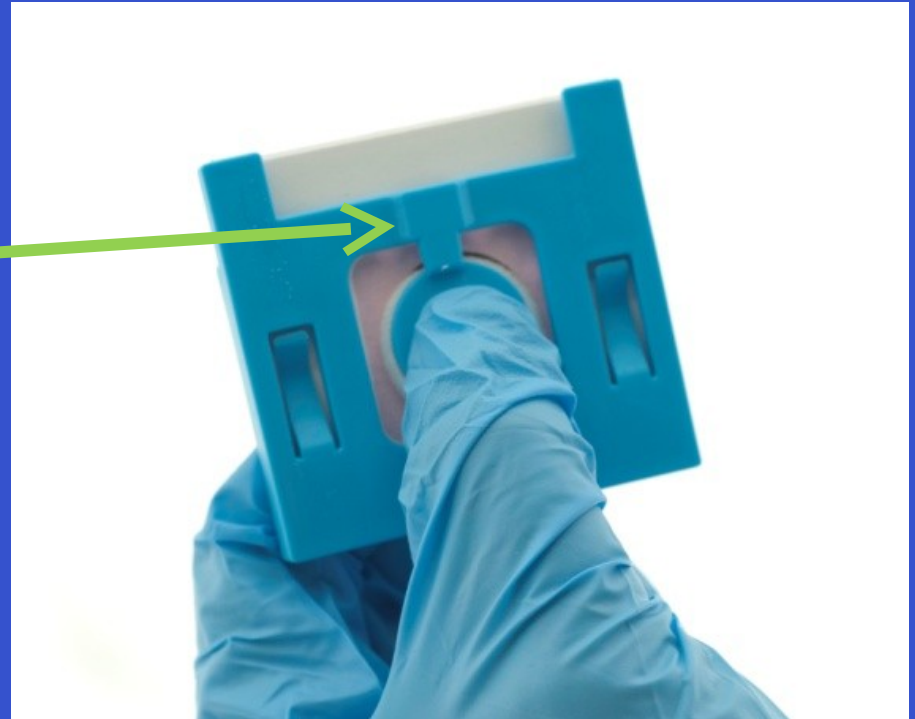
US Army Criminal Investigation Laboratory



STEP G

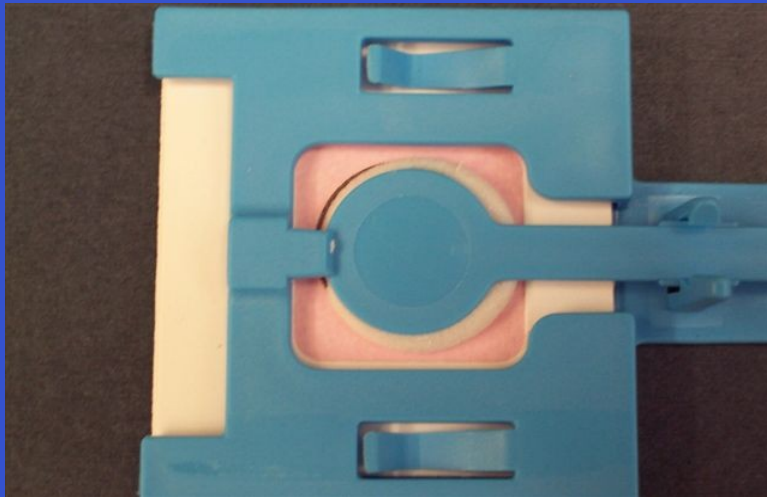
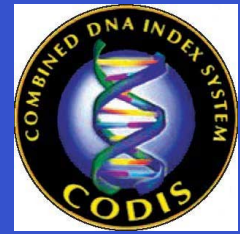
Fold the device over.

Press the swab down onto the card and snap it into place under the head clip.





US Army Criminal Investigation Laboratory



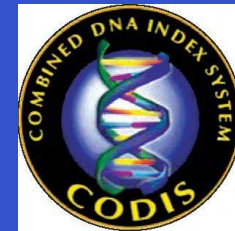
Leave the device in
this contact position for
15 seconds.

Don't guess. Use a
second hand or count
slowly to 15.

STEP G
continued



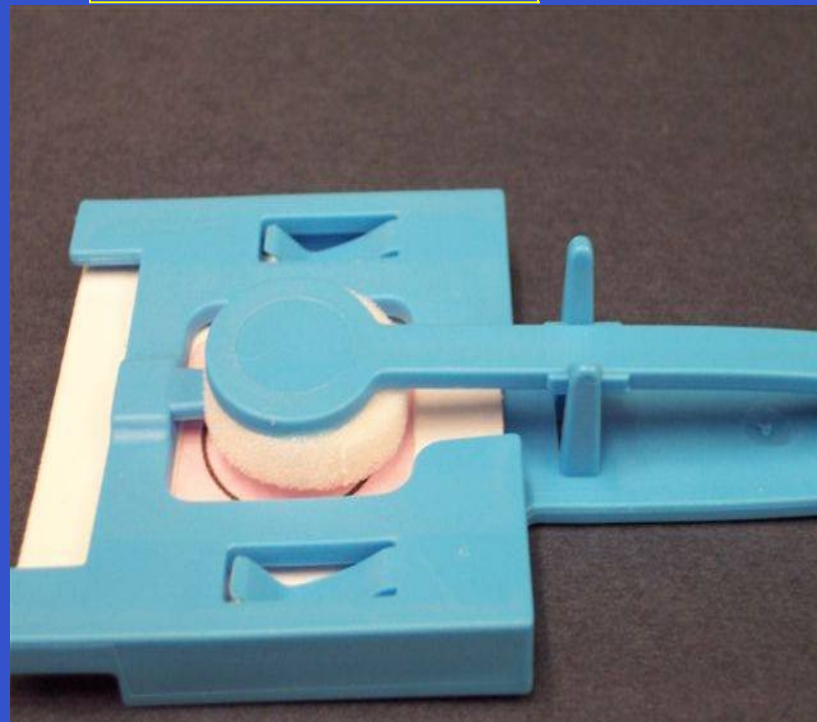
US Army Criminal Investigation Laboratory



Release the swab from the card clip by holding the card away from yourself and bending the device until the swab pops up—as shown in the instructions.

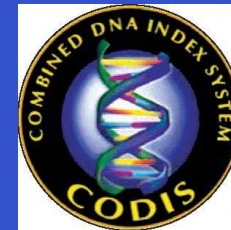
This is how the device appears after the swab has been raised. It will be mailed to the lab in this position.

STEPS H & I





US Army Criminal Investigation

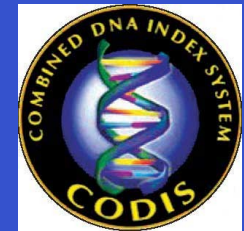


6. Place the collection device containing the DNA sample into the FTA card envelope. Seal using a drop of water on the adhesive or with a piece of tape. Do not use saliva. The envelope contains a desiccant to help dry the sample. Leave the desiccant in the envelope.

Remove and discard gloves after this step is complete.



US Army Criminal Investigation Laboratory



7. Complete block 7 indicating convicted offender or arrestee and list offenses for which the DNA sample

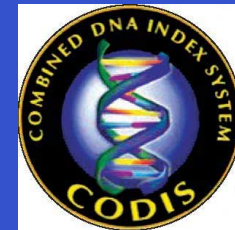
A sample will not be accepted if block 7 is incomplete.

(7) Person in Block 1 is a (check <u>one</u>): Convicted Offender ☐ Arrestee ☐										
If arrestee , have charges been preferred? Yes _____ No _____										
List collection offenses: (List additional offenses on the back.)										
Article	Sub-article	Offense Name								
_____	_____	_____								
_____	_____	_____								
_____	_____	_____								
(8) Correctional Facility, MCIO or Command Representative:										
Printed Name: _____ Title: _____										
I attest that I performed the collection of the oral sample from and the fingerprinting of the individual identified on this card, and that the individual's last name (block 1) and SSN (block 3) were written on the back of the oral sample card. I attest that the individual qualifies for collection as a military convicted offender or arrestee. I further attest that I gave him/her the notification card informing him/her that he/she may petition for expungement in the event his/her conviction for the qualifying military offenses is/are overturned (convicted offender) or the charges against him/her did not result in a conviction (arrestee).										
Signature: _____										
Date (mm/dd/yyyy): <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
For USACIL Personnel Only		Affix Bar Code Here								
Kit # _____										
(9) Sample Received By: _____		Date: _____								

DNAACIL(BS) DCC 1 10/08



US Army Criminal Investigation Laboratory



8. Read statement in block 8 and complete all information in block 8.

(7) Person in Block 1 is a (check one): **Convicted Offender** ☐ **Arrestee** ☐

If **arrestee**, have charges been preferred? Yes _____ No _____

List collection offenses: (List additional offenses on the back.)

Article	Sub-article	Offense Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

(8) Correctional Facility, MCIO or Command Representative:

Printed Name: _____ Title: _____

I attest that I performed the collection of the oral sample from and the fingerprinting of the individual identified on this card, and that the individual's last name (block 1) and SSN (block 3) were written on the back of the oral sample card. I attest that the individual qualifies for collection as a military convicted offender or arrestee. I further attest that I gave him/her the notification card informing him/her that he/she may petition for expungement in the event his/her conviction for the qualifying military offenses is/are overturned (convicted offender) or the charges against him/her did not result in a conviction (arrestee).

Signature: _____

Date (mm/dd/yyyy):

--	--	--	--	--	--	--	--

For USACIL Personnel Only

Kit # _____

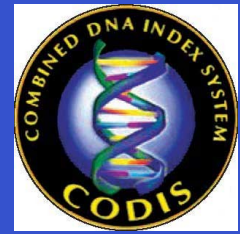
Affix Bar Code Here

(9) Sample Received By: _____ Date: _____

DNAACIL(BS)DCI 1 10/08



US Army Criminal Investigation Laboratory



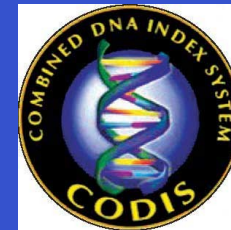
9. Place the data card and the sample (in the FTA envelope) inside the plastic mailing envelope.

Seal the envelope using the peel-n-stick strip.





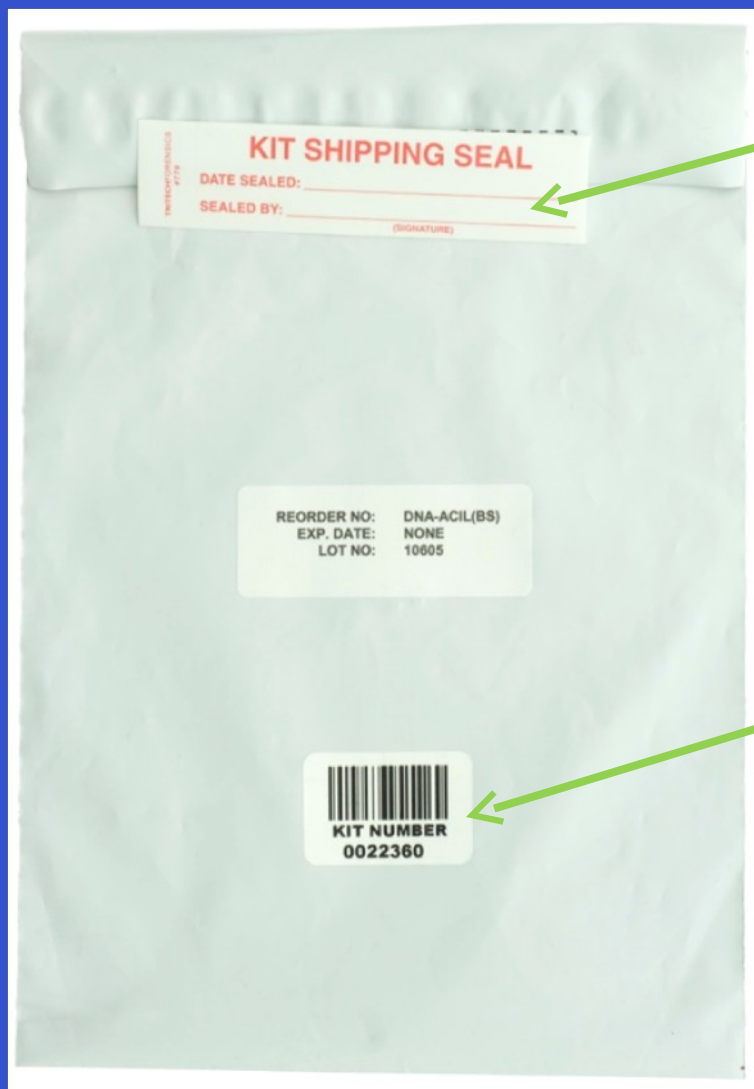
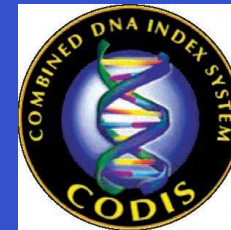
US Army Criminal Investigation Laboratory



Do not include more than one data card and sample per plastic mailing envelope.



US Army Criminal Investigation Laboratory



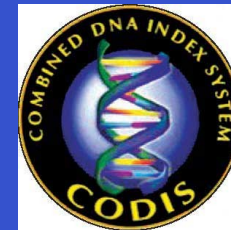
Date and sign the kit shipping seal and affix the seal over the envelope flap.

Unsealed kits cannot be accepted.

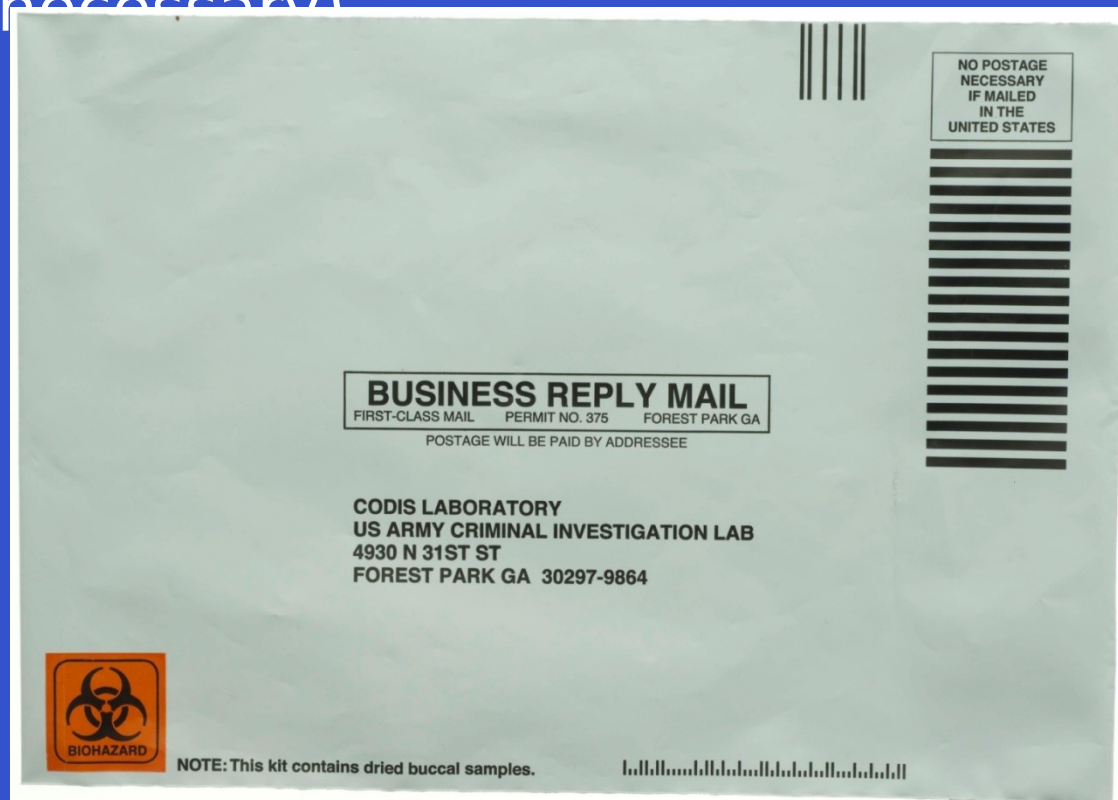
NOTE: Each kit has a unique number. The number is found on the back side of the envelope. Write down the kit number.



US Army Criminal Investigation Laboratory



10. Mail the kit as soon as possible (no postage necessary)

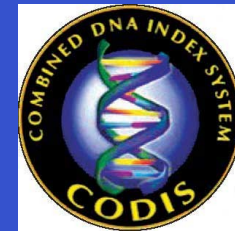


The kit envelope has a postage-paid label. After the kit is sealed, it can be sent to the lab simply by placing it in the U.S. Mail.

Be sure you have the kit number before you place the kit in the mail.



US Army Criminal Investigation Laboratory



11. Notify the lab by e-mail to expect the sample.

The email message must contain three things:

- the kit number
- the location of the sender
- the convicted offender/arrestee's last name

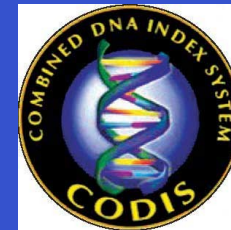
- Send the message to:

codislab@conus.army.mil

- **Do not include the convicted offender/arrestee's SSN.**



US Army Criminal Investigation Laboratory



Example email message:

Dear CODIS Lab,

DNA kit #12345, (Johnson), was mailed today from Fort Sill, OK.

Have a nice day!

Mr. Carter

Fort Sill RCF

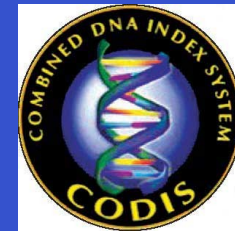
Sample receipt will be confirmed by an electronic method. Currently confirmation is by return email. In the future, sample receipt will be confirmed via web portal.

You're done!!





US Army Criminal Investigation Laboratory



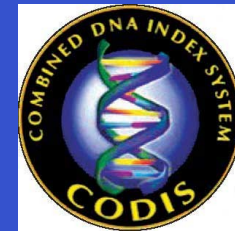
What could go wrong??

The 5 most common reasons that cause kits to be rejected are:

- 1- The fingerprint is missing or illegible.
- 2-The DNA sample card is missing the last name and/or SSN (or it is illegible).
- 3-The DNA Data Collection Card is missing the name and/or SSN (or it is illegible).



US Army Criminal Investigation Laboratory



What could go wrong??

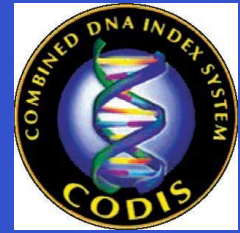
4-The DNA sample and/or DNA Data Collection Card are not inside the envelope when it is submitted. (Yes, this happens.)

5-No DNA was actually collected on the swab and/or no DNA was transferred onto the pink paper card.

Any of these reasons will cause a sample to be rejected.
You will be requested to collect another sample.



US Army Criminal Investigation Laboratory



What could go wrong??

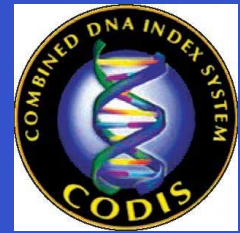
The most common reason that kits are put on hold is:

Information is missing (collector forgot to sign, DOB is missing, submitter information is missing, DOB is current date, offenses are not listed, etc.)

Please take the time to review the DNA Data Collection Card before submitting it.



US Army Criminal Investigation Laboratory



Demo kits and practice:

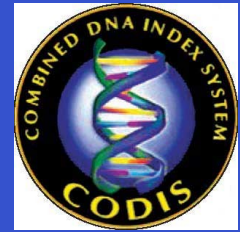
Each facility is strongly encouraged to create a “demo kit.”

Create a demo kit by opening a kit and marking the contents “demo” with a red Sharpie. Use the demo kit to make yourself familiar with the kit contents before collecting a DNA sample with a fresh kit. In particular, practice folding the swab down and bringing the swab up to the resting position.

Make the demo kit available to anyone who is going to collect DNA samples.



US Army Criminal Investigation Laboratory



How to obtain more collection kits:

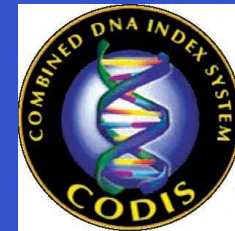
Kits are provided to submitters at no cost. Additional kits may be obtained by contacting CODIS lab.

CODIS Lab will have the kits sent to you from the manufacturer.

We will need your POC information as well as your mailing address.



US Army Criminal Investigation Laboratory



How to contact CODIS Lab:

Elizabeth Johnson-CODIS Manager/DNA Database
Supervisor

Diana Wallace-Sample Controller

Linda Hill-Sample Controller

(404) 469-7258

DSN 797-7258

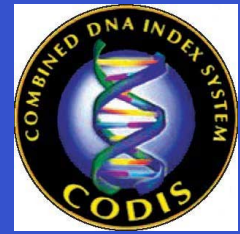
codislab@conus.army.mil

These numbers and email
can be answered by all
three of these people.

If one person is on leave,
someone else will still get
this message...



US Army Criminal Investigation Laboratory Questions??



Please contact us!

Thank you for your participation in
this important mission.

